

231 Committee Minutes: May 29, 2015

Members Present: Dean Barbara Pongsrikul, Corinne Layton, Gretchen Bitterlin, Ann Marie Holz knecht, Carolyn McGavock, Jim Brice, Laurel Slater, Mechelle Perrott, Cindy Wislofsky, Jan Forstrom, Lydia Hammett, Steve Gwynne, Mary LeDuc

1. Reviewed notes from May 15 meeting

- a. Mechelle clarified that immigration lawyers would help present an Immigration 101 workshop during fall flex. The information would be useful for all ESL instructors.
- b. A reminder was made that another important event coming up is the CASAS Summer Institute the week of June 21. Jan will be presenting at the Institute. Committee members who want to attend are encouraged to submit their request for Academic Senate Funding to Neda Orban at West City Campus.

2. Master Plan

- a. Corinne passed out the Master Plan to review the Status section that she had completed. A few minor suggestions were made.

3. Dean's Report

- a. Certificates – the new procedure of requesting certificates has been going well under Mary's coordination. 97 requests have been submitted. Final list is due to Mary by no later than 6/8 so lists can be forwarded to VP's office in a timely manner. The VP's Office has a very tight timeline to get the data to the state.
- b. Fall Schedule – The district has been permitted to have a small 1% growth rate. Barbara said that new classes need to be viable.
- c. Chavez – ESL has 8 classrooms and will share a Placement Office with the other programs. ESL will be given 3 days to use the Placement Office. Donna's Personal Caregiver class is in a multiuse classroom. There will be a 4-night-a-week Citizenship class. On Saturday there will be two Citizenship classes and 2 conversation classes. We will run a full program in the afternoon. We're still trying to secure a class at City College for an Advanced (Level 6/7) class in the afternoon. We won't be running Friday night classes.
- d. Barbara has been talking with the Dean of BIT Michelle Fischthal about pathways from ESL to BIT.

- e. Barbara would like to have a meeting once a semester with Program Chair and the APC's to talk about issues specific to APC's.
- f. A request to backfill the 3 contract aide positions that will be vacated will go to the Board of Trustees at their July meeting.

4. Campus Reports/El Civics Report

- a. Laurel gave an overview of the Academic Listening through Film Class for Level 7 students taught by Rose Babayan at North City Miramar. This class has served as an alternative for students who have already taken the advanced level conversation class in the afternoon. Rose has developed some great lessons using a variety of films/videos with different cultural themes. Since the class did not start in the beginning of the semester, the enrollment has not been large; however, the students who are attending have really enjoyed the class. The students have written letters to the Dean to express how much they have learned from the class and their desire for the class to be offered again in the fall.
- b. Jim Brice had written up issues in promoting/keeping students during the summer session. We discussed how each campus has addressed these issues. An important reason for promoting students is that they should be able to move up when they've received completion certificates. An issue that makes it more difficult to receive students who have been promoted is that many teachers are continuing to use the same book in the summer. Whether or not students should be promoted is an ongoing issue that needs to be addressed. Perhaps if we used a different kind of syllabus (e.g. grammar-based) in the summer, it would be easier to accept students who have been promoted.
- c. Jan prepared a written EL Civics Report that summarized the key outcomes of the year.

5. ESL Student Guide – Site page revisions

- a. Corinne passed out the site pages to each of the APC's.
- b. She asked the APC's to please make changes to their campus site page, so that she can share those changes with Ranessa Ashton.

Action Item: Corinne will give the suggested changes to Ranessa. She will be meeting with her next Friday (June 5).

6. ESL Brochure

- a. Corinne passed around the ESL brochure and asked for suggestions on revisions.
- b. Suggestions included: updating photos (especially including a photo of a student and aide in the Placement Office), website resources, changing the color of the brochure so that it looks different from the previous year's brochure.

Action Item: Corinne will give the suggested changes to Ranessa when she meets with her on June 5.

7. Update on Draft of Course Outline Intermediate High

- a. Corinne and Jan gave an update about the two feedback sessions that were held on May 18 and May 20 to give suggestions about the draft of the course outline. The outline incorporates the College and Career Readiness Standards. Both sessions were attended by about 15 intermediate/advanced level instructors. The outlines were very well-received. Minor suggestions that were made have been implemented in the draft.
- b. Corinne and Jan will be meeting with Laura Burgess, V.P. Brian Ellison and Curriculum Council Chair Donna Namdar for a Technical Review of the draft of the course outline. Once the Technical Review is completed, the draft will go to Curriculum Council for approval. (The outline has to receive Board approval before going to the State.)

8. 231 Retreat

- a. Corinne reminded the committee members about the upcoming retreat on June 19 at Mission Trails Visitors Center.
- b. Committee members offered to bring various items for breakfast:
 - 1) Mary – her special egg dish, 2) Barbara - bagels and coffee, 3) Steve - water, ice and a cooler, 4) Lydia – juice, 5) Laurel and Cindy – fruit, 6) Carolyn – muffins, 7) Jan – beverages for lunch, 8) Corinne – paper products
- c. Barbara will be ordering and providing lunch.
- d. Corinne has been working on a Summary of Accomplishments for 2014-15 which is usually our first agenda item. Our agenda items will include: goal-

setting, need for contract aides, course and program completion, CCRS, Writing Tutors, WIOA, Accreditation, Technology, Fall Flex, Hybrid Citizenship Class, EL Civics, and a draft of the calendar.

Action Item: Corinne will send out the summary of accomplishments electronically for the Committee's review. The summary will become part of the binder that is passed out at the retreat.

9. Search Committee: Contract Instructional Assistants

- a. Gretchen shared that she has been asked (by Barbara) to chair the Search Committee. She will be sending names of interested faculty who want to serve on this committee to Academic Senate for appointment.
- b. The posting for the contract instructional assistants will be posted in September.

10. 231 Grant: List of Personnel

- a. Gretchen asked the committee to confirm which aides on the list had been working for ESL since September 2014.

Action Item: The aides working for the high school program need to be confirmed by their Program Chairs.

11. Summary of WIOA Meeting

- a. Gretchen summarized the WIOA Meeting she attended (with Mary and Barbara).
- b. There will be some financial changes that go into effect on July 1 2015: We may need to create a template that ties the time that is paid for release time (e.g. to APC's) to specific objectives in the grant.
- c. This is a transition year. The application for the following year should come to us in February 2016.
- d. The new application will be in concert with the Workforce Investment Board (WIB). The grant must be tied to "Integrating Education and Training."
- e. EL Civics will be integrated into the 231 Grant.
- f. Gretchen passed out a hand-out: Summary of California WIS, Title II NRS Core Performance Indicators for Literacy Goals from 2007-2015. (She suggested putting this hand-out in the retreat binder.)

